



# Organisation for Joint Armament Co-operation Executive Administration

## VACANCY NOTICE

<b>Post</b>	AI03 - GENERAL MANAGEMENT & QUALITY OFFICER
<b>Grade</b>	A4
<b>Division</b>	U212 NFS Programme Division
<b>Section</b>	Programme Management
<b>Management of Staff</b>	0
<b>Location</b>	Rome, IT
<b>Initial Contract Duration</b>	3 years
<b>Closing Date for Applications</b>	28 November 2024
<b>Start Date</b>	01 April 2025
<b>Interview Date</b>	Week commencing on 13 January 2025

### 1. Background

OCCAR-EA manages the U212 Near Future Submarine (U212 NFS) Programme on behalf of the Italian Participating State (PS). The Programme scope includes the Development, Production and Initial In-Service Support (10-years of support for each submarine including spare parts) phases for up to four U212 NFS submarines, the development of the new submarine training center (Submarine Combat Training Team and Submarine Control Simulator) as well the design and development of a Lithium Battery System.

The U212 NFS Programme Division is located in Rome (Italy) with a satellite in La Spezia (Italy). This post is based in Rome.

### 2. Duties and Responsibilities

The General Management and Quality Officer shall be directly responsible for all the General Management & Internal Quality and will report directly to the Programme Manager.

The post holder will be responsible for:

- general coordination of management activities;

- supervisor of coordination meetings;
- implementation of OCCAR-CO initiatives within the Programme Division;
- internal Quality Assurance (Quality Focal Point – QFP);
- the QMS (quality management system) within the Programme;
- customer satisfaction reviews;
- deliverable documents in their domain;
- facilitating the relations with the Nation, in particular with the Navy and Naval Staff.

As **General Management Officer**, the post holder will:

- establish & maintain Programme Management Plan;
- collect data, issue Annual Report and maintain Programme History & Identify Lessons;
- supervise the overall organization of the Programme Committee and following action (planning, logistics, arrangements, attendants, reports, decision sheet, etc.);
- collect U212 NFS contributes for PRO reports;
- distribute approved report;
- manage Programme documentation, set up the information management processes;
- advise Programme Manager related to Human Resources Management (Identify PD tasks & generate a structure, identify need for new post or modification of existing post, establish job description, implement job description, grade posts, match grading with salary scale, draft and maintain the staffing plan);
- support integration and departure of staff members (Provide first information after selection, organise hand-over period, handle requests for training, facilitate training, maintain training records, support departure, support out-processing, check completion of departure formalities);
- prepare arrangements for closure (transfer responsibilities, data & assets);
- under the supervision of the Programme Manager set all Programme Division Staff objectives and appraise Staff performances.

As **Internal Quality Officer**, the post holder will:

- contribute to, plan, manage and improve the Quality Management System;
- establish and maintain the OCCAR-EA framework within the PD, advising staff and ensuring the application of OCCAR-EA procedures;
- monitor & measure Objectives and the application of OCCAR processes;
- collect data, analyse data and report to the QMO.

The post holder will perform any related duties as directed.

### **3. Key competences and skills required for the grade**

(You must provide evidence of meeting these key competences and skills in your Application, Section 12).

- CS 1** Executive management skills and the ability to manage complex negotiations as well as dealing with difficult situations such as conflicts proven through results attained in performing jobs in this field for other national/international organisations;
- CS 2** Excellent interpersonal, team working and leadership skills with the ability to interact sensitively, effectively and professionally with people from diverse cultural, educational and professional backgrounds;
- CS 3** Conceptual thinking with the ability to analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem-solving process, including providing recommended solutions and a proposed way forward;
- CS 4** The ability to work in a changing, developing and demanding environment with the ability to orchestrate and implement clear, efficient and logical approaches to work, to manage time, assignments and objectives;
- CS 5** The ability to use Computer and Information Technology (ICT) facilities, with a working knowledge of MS Office software.

### **4. Specialist knowledge and experience required for the post**

(You must provide evidence of meeting these specialist requirements in your Application, Sections 10 and 11).

#### **4.1 Essential:**

- ES 1** Experience and a broad knowledge of all areas required to perform the duties and responsibilities, with specific focus on naval programme and procurement management;
- ES 2** Experience of working with the customer governmental official programme management and/or quality experts;
- ES 3** Former working experience in the submarine domain of the National Navy General Staff Naval/Armament Directorate or equivalent Navy Central Offices;
- ES 4** In depth knowledge of current Network Scheduling techniques and Reporting Systems;
- ES 5** Knowledge in applying programme management disciplines in a true Through Life Management sense.

#### **4.2 Desirable:**

- DS 1** Experience in international programmes, co-operation activities;
- DS 2** At least 5 years of previous working experience on board submarines;

- DS 3** Knowledge of quality management procedures;
- DS 4** Knowledge of other defence related structures and organization;
- DS 5** Knowledge of personal management.

## **5. Language Requirements**

- ADVANCED level<sup>1</sup> of ENGLISH both oral and written.
- Additional knowledge of another OCCAR Member or Participating State's language will be considered as an asset.

## **6. Qualifications**

A university degree<sup>2</sup> (or equivalent educational level qualification) with several years of experience in the activities directly related to the abovementioned tasks (mandatory).

## **7. Security Clearance**

Security clearance at OCCAR Secret level is required for this post.

## **8. Applications and Points of Contact**

For further information regarding this Post, please contact:

Maurizio Cannarozzo (U212 NFS Programme Manager)

Email: [maurizio.cannarozzo@occar.int](mailto:maurizio.cannarozzo@occar.int)

Applications for this Vacancy Notice should be submitted through the appropriate National Administrations.

Applicants who are not Ministry of Defence staff wishing to apply for this Post should email the completed application and supporting documentation to [B009@occar.int](mailto:B009@occar.int), [B010@occar.int](mailto:B010@occar.int) and [B015@occar.int](mailto:B015@occar.int).

## **OCCAR Privacy Statement:**

When applying for an OCCAR vacancy, it is necessary for OCCAR to collect and process personal data about you in order to assess and evaluate your suitability for the vacancy, and (if successful) to coordinate with relevant service providers in preparation of your appointment. For further information please visit our web-site: OCCAR Privacy Statement - <http://www.occar.int/privacy-data-protection>.

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<sup>1</sup> The language levels can be found on the OCCAR website, [www.occar.int](http://www.occar.int) Careers / Applying.

<sup>2</sup> It is a University degree of five or six year second cycle (master's) degree (300 or 360 ECTS)